

**Minerals Management Service
Interim Policy Document**

Effective Date: April 8, 2005

IPD No. 05-03

Series: Administrative

Title: Adjustments to Claims for Travel Reimbursement

Originating Office: Finance Division

- 1. Purpose.** This Interim Policy Document (IPD) establishes policies and procedures for adjustments made by the Finance Division (FD) on official travel reimbursement claims filed by Minerals Management Service (MMS) employees.
- 2. Authority.** Under Title 41, Code of Federal Regulations (CFR) Part 301, §301-52.8, agencies have the authority to deny payment of a claimed travel expense.
- 3. Objective.** This IPD authorizes the FD to adjust the reimbursement amounts on official travel reimbursement claims. Adjustments are authorized to adjust the total travel voucher claimed amount for non-reimbursable expenses and to correct erroneous centrally billed transactions charged to an employee's government-issued charge card, i.e. movies, room service, etc.
- 4. Policy.** It is MMS policy that prior to certifying that funds be disbursed, all official travel reimbursement claims are reviewed by the FD. If an expense item(s) appearing on a travel claim is disallowed or an allowable expense omitted, the FD notifies the employee of the discrepancy and the effect on the total claimed amount. If the total amount is less than the total amount allowed for such expenses, the employee must reimburse MMS for the difference. In these cases, the MMS will initiate action to collect the debt from the employee in accordance with the Department of Interior debt collection policy.
- 5. Procedures.**

 - A. The FD will review all claims submitted for reimbursement of travel expenses and:

 - (1) Identify disallowed travel expense items and decrease the total claimed amount to reflect the decrease.
 - (2) Identify any omitted travel expense items and increase the total claimed amount to reflect the increase.
 - (3) Review the traveler's Government charge card account in the Electronic Account Government Ledger System (EAGLS) and verify that the employee is not claiming reimbursement for a centrally billed charge on the travel voucher. If an item is centrally billed to MMS and appears as a reimbursable item on the travel voucher, adjust the travel voucher by decreasing the total claimed amount by the EAGLS transaction amount.

(4) Review the lodging receipt attached to the travel voucher and ensure that no items included under the Meals and Incidental Expenses (M&IE) portion of per diem or non-reimbursable items appear, i.e. room service, laundry/dry-cleaning, movies, etc. If any such item appears, reduce the total amount claimed on the travel voucher by the total of these items.

B. The FD will notify the traveler submitting the claim of any monetary adjustments made to the travel voucher, the adjusted total reimbursed amount, and an explanation for the adjustment(s).

C. The FD will initiate appropriate debt collection actions against any employee whose claim for travel reimbursement shows a balance due to the MMS.

6. **Cancellation.** This IPD will be canceled when incorporated into the MMS Manual.



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and Budget